

TRANSMITTAL SLIP		DATE	30 Dec 86
TO:			
ROOM NO.	BUILDING		
REMARKS:			
<div>CMS/DA EXA/DDA ADDA DDA DDA/Registry</div> <div>31 DEC 1986 05 JAN 1987 02 JAN 1987</div>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

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DDA
86-2180X

24 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert E. Fitzgerald
Director of Equal Employment Opportunity

SUBJECT: Executive Leadership Training for Women

1. I am writing to personally call your attention to a new women's course we have recently started. "The Women's Executive Leadership Development (WELD)" course, taught by [REDACTED]

[REDACTED] has had two runnings already and from the responses we have gotten it has been very well received.

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2. While the WELD is offered to all women in grades GS-11 and above, I believe it could be especially useful for middle level managers, i.e., branch chiefs, deputy division chiefs. Unlike the Professional Women's course, which we have successfully run over the past few years, the WELD provides a unique opportunity for more experienced women to enhance their leadership and managerial skills. The seminar is specifically tailored to meet Agency needs and provides the participants with a fresh perspective on how to exercise greater control of their career options and how to be more effective and successful managers. I would encourage you to lend your support to this program.

3. Dates for the remaining runnings are:

6-9 January 1987
9-13 March 1987
5-8 May 1987
18-21 August 1987

18-4

[REDACTED]
Robert E. Fitzgerald

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